

Summer Internship Placement Opportunities in the Radio Television Hong Kong 2018

Legend

Academic level:

D: Bachelor's degree; HD / AD : accredited Higher Diploma / Associate Degree

Field of study:

a – Journalism / Media & related studies	b – Social Science / Arts & related studies	c – Business / Management & related studies	d – Multimedia & related studies
e – Electronic and Electrical engineering & related studies	f – Theatre & Entertainment Arts & related studies	g – Computer Science / Web Design / Software Engineering & related studies	h – Translation & related studies
i – Marketing / Advertising & related studies	j – Telecommunication / Computer Science & related studies	k – Digital Media / Film / TV & related studies	l – Fashion Design / Costume Design / Image Styling & related studies

RTHK provides internship placement opportunities to full-time post-secondary students pursuing a Bachelor's degree / accredited Higher Diploma / accredited Associate Degree in the following courses / programmes. Final-year students will be considered only if the internship is required by their institution for the completion of the programmes / courses the student is pursuing. A confirmation letter issued by the institution should be submitted together with the application form.

Job Ref. No. / Job Title	Duties	Employment Starting month / Tentative duration	Academic Requirements	Specific Knowledge / skills
JT1 – Summer Intern (Student Intern) (Chinese News and Current Affairs Section, Radio & Corporate Programming Division)	<ul style="list-style-type: none"> • To assist in various reporting duties, editing, compiling and presenting news bulletins, programme preparation / production • To assist in electronic media reporting 	Mid-May 2018 around 2 months	D of (a)	<ul style="list-style-type: none"> • Good video filming skills • Good broadcasting voice • Applicants may be required to sit for a typing test (Cangjie or Simplified Cangjie) and/or a voice test • Must submit recommendation letter from concerned institution

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JT2(a) – Summer Intern (Student Intern) (English News and Current Affairs Section, Radio & Corporate Programming Division)	<ul style="list-style-type: none"> ● To assist in various reporting duties, including conducting interviews, writing news and voicing reports ● To assist in filming and editing of video news 	May 2018 around 2 months	D of (a)	<ul style="list-style-type: none"> ● Proficiency in English (Chinese is not a must but an advantage) ● Knowledge in radio journalism and video shooting and editing is preferred ● Must submit recommendation letter from concerned institution
JT2(b) – Summer Intern (Work Experience Student) (English News and Current Affairs Section, Radio & Corporate Programming Division)	<ul style="list-style-type: none"> ● To assist in various reporting duties, including conducting interviews, writing news and voicing reports ● To assist in filming and editing of video news 	May 2018 around 2 months	D of (a)	<ul style="list-style-type: none"> ● Proficiency in English (Chinese is not a must but an advantage) ● Knowledge in radio journalism and video shooting and editing is preferred

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JT3 – Summer Intern (Work Experience Student) (Radio Administration, Development and Programming Section, Radio & Corporate Programming Division)	<ul style="list-style-type: none"> ● To assist in production and administrative work of the Community Involvement Broadcasting Service (CIBS) ● To assist in the production and administrative work of programmes such as “Audio Art” and “Sound of Nature” 	<p>June 2018</p> <p>around 2 months</p>	<p>D of (a), (b), (d) & (f)</p>	<ul style="list-style-type: none"> ● Good research skills ● Proficiency in MS Word, Excel and Chinese typing, etc. ● Basic skills of video shooting and editing

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JT4(a) – Summer Intern (Work Experience Student) (Radio 1 / Radio 5 / Presentation Unit , Chinese Programme Service Section, Radio & Corporate Programming Division)	<ul style="list-style-type: none"> ● To assist in the implementation of various projects / functions ● To provide support in research and logistics ● To assist in traffic reporting 	<p>June/July 2018</p> <p>around 2 months</p>	<p>D/HD/AD of (a), (b), (d) & (f)</p>	<ul style="list-style-type: none"> ● Good broadcasting voice ● Proficiency in MS Word, Excel and Chinese typing, etc. ● Keen awareness of current issues ● Hands-on experience in organizing activities ● Good research, filming and video editing skills ● Applicants for Radio 1 should be familiar with sports information

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JT4(b) – Summer Intern (Work Experience Student) (Radio 2, Chinese Programme Service Section, Radio & Corporate Programming Division)	<ul style="list-style-type: none"> ● To assist in the implementation of various projects / functions ● To provide support in research and logistics 	<p>June 2018</p> <p>around 2 months</p>	D of (a), (b), (d) & (f)	<ul style="list-style-type: none"> ● Good broadcasting voice ● Proficiency in MS Word, Excel and Chinese typing, etc. ● Keen awareness of current issues ● Hands-on experience in organizing activities ● Good research skills

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JT5(a) – Summer Intern (Work Experience Student) (Radio Development & Culture and Education Unit, Radio Administration, Development and Programming Section, Radio & Corporate Programming Division)	<ul style="list-style-type: none"> ● To assist in Cultural and Educational programmes / functions ● To provide support in research and logistics 	May 2018 around 2 months	D of (a), (d) & (f)	<ul style="list-style-type: none"> ● Good broadcasting voice ● Proficiency in MS Word, Excel and Chinese typing, etc. ● Keen awareness of current issues ● Hands-on experience in organizing activities ● Good research skills

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JT5(b) – Summer Intern (Work Experience Student) (Radio Development & Culture and Education Unit, Radio Administration, Development and Programming Section, Radio & Corporate Programming Division)	<ul style="list-style-type: none"> ● To handle online / mobile platform projects ● To assist in multimedia material outputs and video filming 	<p>May 2018</p> <p>around 2 months</p>	D of (a), (d) & (f)	<ul style="list-style-type: none"> ● Good filming and video editing skills ● Good computer knowledge

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JT6 – Summer Intern (Work Experience Student) (Putonghua Channel, Chinese Programme Service Section, Radio & Corporate Programming Division)	<ul style="list-style-type: none"> ● To assist in the implementation of various projects / functions ● To provide support in research and logistics ● To handle online / mobile platform projects ● To assist in multimedia material outputs and video filming 	<p>June 2018</p> <p>around 2 months</p>	D/HD/AD of (a), (c) & (d)	<ul style="list-style-type: none"> ● Proficiency in Putonghua ● Good broadcasting voice ● Good filming and video editing skills

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JT7 – Summer Intern (Student Intern) (Multimedia News Unit, Public Affairs and Multimedia News Section, Radio & Corporate Programming Division)	<ul style="list-style-type: none"> To assist in various video news reporting duties, including filming, video editing, scriptwriting, voice over and graphic design 	May 2018 around 2 months	D/HD/AD of (a) & (d)	<ul style="list-style-type: none"> Knowledge of video filming and editing skills Proficiency in video editing software such as Final Cut Pro and Premiere Pro Must submit recommendation letter from concerned institution

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JT8 – Summer Intern (Work Experience Student) (Public Affairs Unit, Public Affairs and Multimedia News Section, Radio & Corporate Programming Division)	<ul style="list-style-type: none"> • To undertake duties such as conducting research, reporting, writing scripts, audio / video recording, conducting interviews, etc. 	<p>June 2018</p> <p>around 2 months</p>	D/HD/AD of (a), (b) & (d)	<ul style="list-style-type: none"> • Good broadcasting voice • Proficiency in MS Word, Excel and Chinese typing, etc. • Keen awareness of current issues • Hands-on experience in organizing activities • Good research skills

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JT9 – Summer Intern (Work Experience Student) (Central Administration Unit, Radio & Corporate Programming Division/ TV & Corporate Businesses Division)	<ul style="list-style-type: none"> To assist in providing support in personnel and general administrative matters, including preparing monthly reports, updating pool lists and providing logistics support for recruitment exercises 	June/July 2018 around 2 months	D/HD/AD of (c)	<ul style="list-style-type: none"> Proficiency in MS Word, Excel and Chinese Word Processing Basic knowledge of office practices Knowledge of Hong Kong Employment Ordinance or related legislations will be an advantage Majoring in Accounting / Economics and Finance / Human Resources and Management / Business Management Proficiency in Chinese and English (met the language proficiency requirements of Level 3 or above in Chinese Language and English Language in HKDSEE/HKCEE or equivalent)

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JT10 – Summer Intern (Student Intern) (Educational TV (Programme), TV & Corporate Businesses Division)	<ul style="list-style-type: none"> • To assist in studio & outdoor TV programme recording / broadcasts and participating in programme promotion activities • To undertake research work 	<p>June 2018</p> <p>around 3 months</p>	D of (a) & (d)	<ul style="list-style-type: none"> • Good digital video filming and editing skills • Good research skills • Must submit recommendation letter from concerned institution

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JT11 – Summer Intern (Student Intern) (eTVonline, TV & Corporate Businesses Division)	<ul style="list-style-type: none"> ● To assist in designing and producing multimedia web projects ● To write teaching materials and articles of Liberal Studies for websites ● To update the web content of eTVonline 	<p>Mid-May 2018</p> <p>around 2 months</p>	<p>D/HD/AD of (a) , (d) & (g)</p>	<ul style="list-style-type: none"> ● Good research skills and Chinese writing for education content ● Experience in organizing events ● Proficiency in using graphic design software such as Photoshop, Illustrator ● Knowledge in web application built with JavaScript/HTML/CSS and backend API development ● Knowledge in responsive web design technique ● Must submit recommendation letter from concerned institution

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JT12 – Summer Intern (Student Intern) (General Programme, TV & Corporate Businesses Division)	<ul style="list-style-type: none"> ● To assist in studio & outdoor TV programmes recording / broadcasts and participating in programme promotion activities ● To undertake research work 	<p>June 2018</p> <p>around 3 months</p>	D of (a) & (d)	<ul style="list-style-type: none"> ● Basic knowledge of TV production ● Digital video filming and editing skills will be an advantage ● Must submit recommendation letter from concerned institution
JT13 – Summer Intern (Student Intern) (Public and Current Affairs Section, TV & Corporate Businesses Division)	<ul style="list-style-type: none"> ● To assist in providing research materials, technical and general production support for TV News and Public Affairs programmes ● To undertake reporting and research work 	<p>June 2018</p> <p>around 3 months</p>	D of (a)	<ul style="list-style-type: none"> ● Basic knowledge of Journalism ● Basic knowledge of TV production ● Digital video filming / editing / multi-media production skills will be an advantage ● Must submit recommendation letter from concerned institution

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JT14 – Summer Intern (Student Intern) (Subtitling, TV & Corporate Businesses Division)	<ul style="list-style-type: none"> To practice subtitle creation, for TV programmes, within a tape-based and file-based workflow for media production. Work include transcription, updating scripts, subtitles time coding and keying 	<p>June 2018</p> <p>around 3 months</p>	D of (a), (b) &(h)	<ul style="list-style-type: none"> Proficiency in Chinese and English (met the language proficiency requirements of Level 3 or above in Chinese Language and English Language in HKDSEE/HKCEE or equivalent) Good computer knowledge and familiar with Chinese input method such as Cangjie or Simplified Cangjie Applicants may be required to sit for a typing test (Cangjie or Simplified Cangjie) Must submit recommendation letter from concerned institution

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JT15 – Summer Intern (Student Intern) (On-Air Promotion, TV & Corporate Businesses Division)	<ul style="list-style-type: none"> ● To create graphic images or animation to present the concept and purpose assigned ● To edit video clips using Premiere, Final Cut Pro or Avid ● To composite promotional clips with special visual effects ● To coordinate and follow location filming for promotion 	<p>June 2018</p> <p>around 3 months</p>	D/HD/AD of (a), (d), (f) & (i)	<ul style="list-style-type: none"> ● Basic knowledge of TV production ● Basic knowledge of advertising ● Capable of using popular video editing tools ● Experience in handling functions and events ● Good presentation and communication skills ● Video filming and editing skills will be an advantage ● Must submit recommendation letter from concerned institution

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JT16 – Summer Intern (Student Intern) (Presentation & Scheduling Unit, TV & Corporate Businesses Division)	<ul style="list-style-type: none"> To assist in the areas related to programme and transmission arrangement for RTHK TV 31 & 32 	June 2018 around 3 months	D/HD/AD of (a) & (d)	<ul style="list-style-type: none"> Basic knowledge of TV/Video production Basic knowledge of Information Technology Knowledge of multimedia and editing skills, e.g. use of Photoshop will be an advantage Must submit recommendation letter from concerned institution

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JT17 – Summer Intern (Student Intern) (Acquisition Section, Acquisition and Corporate Development Unit, TV & Corporate Businesses Division)	<ul style="list-style-type: none"> ● To assist in the re-packaging and production of acquired programmes for the DTT Channel, including translation of programme scripts, co-ordination of programme dubbing, subtitling production, compilation of programme synopsis, etc. ● To provide support in research, logistics and administrative work 	<p>June 2018</p> <p>around 3 months</p>	<p>D of (a), (b) & (h)</p>	<ul style="list-style-type: none"> ● Knowledge of translation work ● Proficiency in both spoken and written Chinese and English ● Basic knowledge of TV production ● Good computer knowledge ● Digital video filming and editing skills will be an advantage ● Must submit recommendation letter from concerned institution

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JT18 – Summer Intern (Work Experience Student) (Programme & Content Management, Acquisition and Corporate Development Unit, TV & Corporate Businesses Division)	<ul style="list-style-type: none"> To assist in data entry of archive restoration 	June 2018 around 2 months	D of (a) – (d) & (f)	<ul style="list-style-type: none"> Good knowledge of information management Proficiency in MS Word, Excel, Chinese typing and Chinese word processing

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JT19 – Summer Intern (Work Experience Student) (Libraries, New Media Synergy and Library Management Unit, TV & Corporate Businesses Division)	<ul style="list-style-type: none"> ● To assist in data maintenance for Media Asset Management System and the enhancement of cataloging work in Libraries 	<p>June 2018</p> <p>around 2 months</p>	<p>D/HD/AD of (a) & (b)</p>	<ul style="list-style-type: none"> ● Good knowledge of various musical genres, especially in serious music and world music ● Sensitivity to public affairs ● Good data entry skills with a high level of accuracy ● Good research skills ● Knowledge of foreign languages will be an advantage
JT20 – Summer Intern (Work Experience Student) (New Media Unit, New Media Synergy and Library Management Unit, TV & Corporate Businesses Division)	<ul style="list-style-type: none"> ● To handle content and graphics updates of RTHK's website ● To assist in multimedia digitization, digital video filming and editing of online projects 	<p>July 2018</p> <p>around 2 months</p>	<p>D/HD/AD of (a) & (d)</p>	<ul style="list-style-type: none"> ● Proficiency in both spoken and written Chinese and English ● Basic audio and video editing skills ● Knowledge of graphic and webpage design

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e – Electronic and Electrical engineering & related studies	f – Theatre & Entertainment Arts & related studies	g – Computer Science / Web Design / Software Engineering & related studies	h – Translation & related studies
i – Marketing / Advertising & related studies	j – Telecommunication / Computer Science & related studies	k – Digital Media / Film / TV & related studies	l – Fashion Design / Costume Design / Image Styling & related studies

Job Ref. No. / Job Title	Duties	Employment Starting month / Tentative duration	Academic Requirements	Specific Knowledge / skills
JT21 – Summer Intern (Work Experience Student) (Engineering Section, Production Services Division)	<ul style="list-style-type: none"> To assist in the implementation of engineering projects and asset management 	June 2018 around 2 months	D/HD/AD of (e) & (j)	<ul style="list-style-type: none"> Knowledge of AutoCAD drawing will be an advantage
JT22 – Summer Intern (Student Intern) (Electronic Field Production & Photo Section, Production Services Division)	<ul style="list-style-type: none"> Frontline filming tasks & photography post work 	June 2018 around 3 months	HD/AD of (f) & (k)	<ul style="list-style-type: none"> Knowledge of videography and interested in filming production is an advantage Must Submit recommendation letter from concerned institution

Summer Internship Placement Opportunities in the Radio Television Hong Kong 2018

Legend

Academic level:

D: Bachelor's degree; HD / AD : accredited Higher Diploma / Associate Degree

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i – Marketing / Advertising & related studies	j – Telecommunication / Computer Science & related studies	k – Digital Media / Film / TV & related studies	l – Fashion Design / Costume Design / Image Styling & related studies

Job Ref. No. / Job Title	Duties	Employment Starting month / Tentative duration	Academic Requirements	Specific Knowledge / skills
JT23 – Summer Intern (Student Intern) (Studio Services & Outside Broadcasting Section, Production Services Division)	<ul style="list-style-type: none"> ● To provide operational and technical support for outside broadcast and/or studio productions ● To assist in the production-related administrative work 	<p>June 2018</p> <p>around 3 months</p>	<p>D of (a) – (f), (i) & (k)</p>	<ul style="list-style-type: none"> ● Experience in organizing activities, events or performances ● Must Submit recommendation letter from concerned institution
JT24 – Summer Intern (Student Intern) (Video Editing Section, Production Services Division)	<ul style="list-style-type: none"> ● To handle video ingestion and transcoding works ● To edit video for promotion 	<p>July 2018</p> <p>around 2 months</p>	<p>D/HD/AD of (a), (d) & (k)</p>	<ul style="list-style-type: none"> ● Knowledge of video editing and visual effects software ● Basic techniques in video editing ● Must Submit recommendation letter from concerned institution

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Job Ref. No. / Job Title	Duties	Employment Starting month / Tentative duration	Academic Requirements	Specific Knowledge / skills
JT25 – Summer Intern (Student Intern) (Image Design Section, Production Services Division)	<ul style="list-style-type: none"> ● To assist in costume arrangement for the image design and styling for different programmes ● To provide logistics and office support 	<p>July 2018</p> <p>around 2 months</p>	D/HD/AD of (f) & (l)	<ul style="list-style-type: none"> ● Good knowledge of fashion design and image styling ● Basic computer knowledge ● Good presentation and communication skills ● Must Submit recommendation letter from concerned institution
JT26 – Summer Intern (Work Experience Student) (Corporate Communications & Standards Unit)	<ul style="list-style-type: none"> ● To assist in programme publicities, corporate events ● To provide logistics and office support 	<p>July 2018</p> <p>around 2 months</p>	D/HD/AD of (a) & (b)	<ul style="list-style-type: none"> ● Good communication skills ● Proficiency in both spoken and written Chinese and English

- Monthly Allowance : \$4,000
- Closing Date for Application : 2 February 2018
- Terms & conditions of appointments : Successful candidates will be appointed on non-civil service contract terms under the summer internship programme. Except otherwise provided, candidate's eligibility for rest day, statutory holiday, sickness days and sickness allowances will be in line with the provisions in the Employment Ordinance (Cap. 57).
- How to Apply : (a) Applications should be made on the **application form (S.I.Form 1)** available at RTHK's Internet website (http://app3.rthk.hk/recruit/index_e.php). Completed forms should be sent to the address below by post or by hand on or before the closing date for application. For submissions by post, applicants should ensure that the correct address is clearly printed or written on the envelope and sufficient postage is paid. An applicant will bear any consequences arising from not paying sufficient postage. The postmark date on the envelope will be regarded as the date of submission of application. For submissions by hand, completed application forms should reach the below address during office hours (Monday to Friday 8:45 a.m – 6 p.m. Lunch break 1 p.m. – 2 p.m.). Applications which are late, incomplete, submitted by fax or by e-mail or not made in the prescribed form will NOT be considered. Students who are selected for interview / trade test will normally receive an invitation within 6 weeks from the closing date for application. Those who are not invited for interview / trade test may assume that their applications are unsuccessful.
- (b) An applicant of the summer internship programme can apply **for a maximum of 3 posts**. Applicant should **state his / her priority of preference** in the application form. Each applicant only needs to **fill in one set of application form**. The job reference number(s) and job title(s) concerned should be clearly marked in the application form. Radio Television Hong Kong only accepts the application form (S.I.Form 1) available at RTHK's Internet website. **Other application forms will not be considered.**
- Address : Recruitment Section, 5/F., One Mongkok Road Commercial Centre, 1 Mong Kok Road, Kowloon, Hong Kong
- Enquiry Telephone : 3547 1737

General Notes:

- (a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (b) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open

to all applicants meeting the basic entry requirements irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

- (c) Summer interns are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (d) The allowance payable, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend interview and/or trade test.
- (f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the interview / trade test without being subject to any further shortlisting criteria.
- (g) The number of interns required may be subject to change depending on a host of factors including the prevailing policy from time to time.
- (h) Final-year students will be considered only if the internship is required by their institution for the completion of the programmes/courses the student is pursuing. A confirmation letter issued by the institution should be submitted together with the application form.
- (i) The applicant under the summer internship programme will be regarded as 'student interns' or 'work experience students during a period of exempt student employment', as defined in the Minimum Wage Ordinance and exempt from the minimum wage requirements. Candidates should comply with the following -
 - (1) they must be students either pursuing a full-time accredited post-secondary programme (degree, associate degree or higher diploma, etc.) provided by a local education institution specified in Schedule 1 to the Minimum Wage Ordinance or pursuing a full-time education programme for a non-local academic qualification at degree level;
 - (2) if as a 'student intern' – the candidate's application should be endorsed by the education institution and the work being applied for should be a compulsory or elective component of the requirements of the programme being provided by the institution to the applicant; or
 - (3) if as a 'work experience student' – the applicant should be under the age of 26 years at the beginning of the employment, and should provide a statutory declaration verifying that he/she has not commenced another exempt student employment period within the same calendar year.

Successful applicants have to provide documentary proof for the above.